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19 March 48

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CENTRAL INTELLIGENCE AGENCY
Washington, D. C.ADMINISTRATIVE INSTRUCTION
NUMBER (Date)

SUBJECT: Projects

Revisions: This Administrative Instruction rescinds Administrative Instruction dated 25 October 1946, and all amendments thereto.

1. a. A Projects Review Committee is hereby established to review and make recommendations to the Director in connection with all administrative and operational projects involving the expenditure of CIA funds for purposes not specifically defined as normal routine operating expenses in the approved annual budget for CIA.

b. The committee will be composed of:

Deputy Director	—	Chairman
Executive Director		Alternate chairman and member
Chief or Deputy Chief,		
Budget and Finance Branch, A&M	—	Member and fiscal adviser
Assistant Director of Staff Chief		
sponsoring project	—	Member
Chief, Advisory Council	—	Member and recorder
Executive for A&M, or		
Chief, Management Branch, A&M	—	Adviser without vote
General Counsel		Legal adviser without vote.

c. Provision in the budget for funds for specific purposes other than normal routine operating expenses will not normally constitute authorization for expenditure or obligation without prior Project Review Committee action.

2. Assistant Directors and Staff Chiefs desiring to implement projects involving the expenditure of CIA funds will:

a. Prepare a detailed project description, including:

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- (1) Necessity for project.
- (2) Additional personnel requirements and/or organizational and functional changes, if any.
- (3) Estimate of time required to implement or complete the project, including urgency.
- (4) Whether vouchered or unvouchered funds are recommended, and basis for recommending unvouchered funds.
- (5) Estimated cost, by purpose, separately for vouchered and unvouchered funds if both are recommended. Current status of any ~~previous~~ authorizations for same or similar project will be shown separately.
- (6) Necessity for other agency support if implementation and/or completion by CIA is not considered feasible (see paragraph 5 below).

b. Coordinate the project with each interested other CIA activity and obtain written concurrence or non-concurrence from each for submission with the project. Non-concurrences will be supported by written reasons.

c. Submit the project, ^{7 copies} in duplicate, to the Chairman of the Projects Review Committee, through the Executive for Administration and Management.

3. The committee will meet at the call of the chairman, review projects submitted, and make recommendations to the Director, who will take final action on each project.

4. a. The Recorder will record the meeting, including the action of the Director, and distribute one copy each to:

- (1) Assistant Director or Staff Chief who initiated the project.
- (2) Executive for Administration and Management, who will issue necessary instructions to implement the action of the Director.
- (3) Chairman's file, with supporting papers.

b. Only three copies will be prepared, and no records other than those indicated in 4a above will be maintained.

5. a. No outside agency will be approached by any individual employed by CIA in connection with the development of any contemplated project involving the possible transfer of funds from CIA to such outside agency until the prior approval for such action has been obtained from the Director.

b. When the necessity for the initiation of a new project becomes apparent, the office of staff head concerned will--

- (1) Explore the possibility of handling the project through CIA facilities without the assistance of any outside agency.
- (2) If, in his opinion, the assistance of an outside agency will be essential, the project will be submitted in writing to the Executive for Administration and Management with sufficient detail to enable a recommendation to be made, either for final action or reference to the Projects Review Committee for preliminary review.

c. In those cases where it is determined by the Director that CIA should provide financial support for assistance from an outside agency, the head of the CIA activity which initiates the project will be informed and authorized to develop the details in coordination with such outside agency for resubmission as a regular project under the provisions of this

directive.

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6. The Assistant Director for Special Operations is authorized to submit projects which involve sensitive operations directly to the Chairman, Projects Review Committee, with such modification of supporting details as may be considered essential. The Committee Chairman will specify distribution of recorded action in each such case.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE;



Executive for
Administration and Management

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